

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

POSITION TITLE: HR RECRUITMENT ASSISTANT

POSITION LOCATION: Tucson - Agency Human Resources Management and Development

POSITION REPORTS TO: HR Recruitment Specialist

POSITION SUPERVISES: None

SUMMARY OF WORK:

Provides technical support in the area of recruitment and employment.

MINIMUM QUALIFICATIONS:

High school diploma or G.E.D; experience in recruitment or equivalent knowledge, skill and abilities in human resources; MS Office skills.

PREFERRED QUALIFICATIONS:

Experience with the State of Arizona; experience in an educational setting; additional years of related training or education beyond the minimum; communication skills including ASL; and experience with deaf or blind individuals.

ESSENTIAL FUNCTIONS:

The duties and responsibilities of this position include but are not limited to the following:

- Adheres to policies and procedures related to recruitment including hiring, transfer, and assignment.
- Assists with advertising efforts; prepares mailings.
- Maintains the applicant office at the agency headquarters and assists in updating the applicant areas in the regional locations.
- Responds to public inquiries regarding employment opportunities and status of applications. Responds to internal inquiries regarding new hire paperwork and fingerprinting.
- Assists new hires with fingerprinting and the proscribed procedures including submission of fingerprints to authorities, bringing problem results to the Director's attention, and filing reports.
- Assists with maintenance of recruitment files.
- Maintains a supply of forms used in recruitment.
- Maintains a supply of State, National, and other certification forms; maintains information regarding certification.
- Prepares correspondence, reports, and forms

- Confers with supervisor; receives instruction and guidance; attends scheduled department meetings. Performs additional related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of current practices in recruitment, certification and fingerprinting. Knowledge of records management methods and procedures. Skill in general office procedures. Skill in operation of office equipment. Skill in oral and written communication. Skill in the use of PCs and related software including MS Office, Power Point, the State's HRM system, and Internet utilities. Ability to establish positive interpersonal relations other staff and the general public. Ability to learn Sign Language.

**MENTAL/PHYSICAL REQUIREMENTS:**

Digital keyboard work is necessary. Mathematical computational ability necessary. Office environment requires twisting, turning, some lifting, computer work, and reaching. Job entails listening, verbalizing, and explaining application procedures to others. Ability to communicate verbally; ability to analyze and synthesize information. Ability to multi-task simultaneously. Maintains composure under very busy conditions.